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NELSON MANDELA MUSEUM

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13 August 2021

RFQ 34 of 2021: PROVISION OF PHOTOGRAPHY SERVICES FOR THE NELSON MANDELA MUSEUM AT BHUNGA BUILDING

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the provision of photography services at Bhunga Building.

SERVICE DESCRIPTION	DETAILED SPECIFICATION
<p>1. Provision of photography services.</p>	<ul style="list-style-type: none"> ▪ The purpose of the said request is to capture and provide Nelson Mandela Museum with professional photos of its staff members to be used in the Annual Report. The museum has four different units that report to the Office of the CEO (SFL, Finance, Public Engagement and Marketing, Heritage and Conservation. ▪ Take professional pictures of Nelson Mandela Museum staff at its premises (Outdoor and Indoor) studio or on location. ▪ Work closely with clients and colleagues to produce high-quality photographic images. ▪ Give advice when saw it fit in order to meet your expectation. ▪ Use different techniques to enhance the photographs as required. ▪ Recommend creative ideas to exceed expectations of goals and objectives. ▪ Use artistic knowledge to enhance and compose photographs.

	<ul style="list-style-type: none"> ▪ Review sets of photographs and select the best results. ▪ Take pictures of different Units. ▪ A picture of all Museum Staff members.
<p>Duration of the photoshoot: 2 hours</p> <p>DATE: To be communicated with the awarded service provider</p> <p>TIME: To be communicated with the awarded service provider</p>	

- All quotations must be submitted with the following documents:
 1. Recent CSD registration report,
 2. Signed & completed SBD 1 & SBD 4 form (as attached)
 3. BBEEE certificate / DTI sworn affidavit

- All quotations and accompanying documents must be forwarded to:

supplychain@nelsonmandelamuseum.org.za

- NO FAXED OR HAND DELIVERED QUOTATIONS SHALL BE ACCEPTED.
- Closing date for the submission of quotations is **24 August 2021** at 12H00.

All communications and enquiries/requests for clarification relating to this proposal should be directed to the contact person:

FOR BID ADMINISTRATION
Ms M Mputa
Tel: 047 501 9504
Email: mihlali@nelsonmandelamuseum.org.za

Supply Chain Specialist

Technical Enquiries:

Ms F Wisani

Tel: 047 501 9514

Email: fumanekile@nelsonmandelamuseum.org.za

Communications Officer

NB: The NMM reserves the right to amend, modify or withdraw this RFQ at any time, without prior notice and without liability to compensate and/or reimburse any party.



Mr Bonke Tyhulu

Chief Executive Officer